

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 800 INMATE PROGRAMS AND ACTIVITIES	SUPERSEDES: IB # 93-33 Date 5/4/93
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 802 OUTSIDE GROUPS	EFFECTIVE DATE:

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PURPOSE

To set forth guidelines for admitting non-departmental volunteers and guests to the Department's Correctional facilities.

It is the policy of the Department to encourage interaction between the community and inmates by authorizing non-departmental volunteers and guests to come into our institutions to participate in authorized activities.

This policy creates no rights for any inmate or group to participate in any particular activity.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Director, the Medical Director, the Mental Health Director, the Mental Health Programs Administrator, and the Wardens have the responsibility to have knowledge of and comply with this procedure.

DEFINITIONS

None.

APPLICABILITY

This procedure applies to all institutions, conservation camps, and restitution centers within the Department.

PROCEDURES

802.01 OUTSIDE GROUPS

1.1 Approval of Request

- 1.1.1 Any group, organization or individual that requests to enter any segment of an institution should submit their requests, in writing, to the Department's Programming Administrator at Central office at least 14 days prior to the effective date **(3-4427, 3-4442)**.
- 1.1.2 All requests will include names of those persons entering the institution, time of arrival, time of departure and purpose of entry.
- 1.1.3 All requests will include a complete consent for release of Criminal History Records/Job Applicant/Contractors/Volunteers form, DOC 1021.
- 1.1.4 The Warden, chaplain, or other relevant employee will be contacted for input on requests for entry into the institutions and facilities.
- 1.1.5 Final approval for outside persons and/or organizations to enter any segment of an institution will be given by the Programming Administrator after review of the background and criminal history of the applicant.
- 1.1.6 Once a person is approved by Central Office, they are approved for every correctional facility, unless otherwise stated.
- 1.1.7 The Programming Administrator will maintain a master list of approved volunteers/groups, which should be reviewed annually.
 - Periodically, updated background checks should be performed.
- 1.1.8 Volunteer privileges and admission to correctional facilities can be revoked by the Warden, at his/her discretion, for good cause, subject to review by the Director.

1.2 Property of Outside Participants

1.2.1 The group, or group representative, will be instructed, prior to entering the institution that individuals should not bring with them any valuables.

1.2.2 It is the responsibility of all individuals entering the institution under this Regulation to leave their valuables in designated areas prior to entering the institution.

- The items will be returned to the individuals upon their leaving the institution.
- The Department, however, is not liable for any lost or stolen items.

1.2.3 All individuals are subject to search consistent with Departmental Regulations **(3-4445)**.

1.3 All scheduled activities will be contingent upon custody / security as well as space available and staff coverage.

REFERENCES

ACA Standards 3-4427, 3-4442, 3-4445

ATTACHMENTS

Criminal History Records/Job Applicant/Contractors/Volunteers form, DOC 1021.

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.